

7 CHAPTER: FINALIZE AND CORRECT EXTERNAL OFFSETS

7.1 Finalize an External Offset

Once a match is certified, you must provide the debtor due process by allowing 30 calendar days from the date you notified the debtor about the match for the debtor to contest the debt. If the debt is not contested, the match can be finalized for all, part, or none of the monies offered. Finalization is your notification to TAX of the amount of the resource you want to apply against your debt



Note: If Finalization does not occur within 60 calendar days of the match date, the external offset is automatically defaulted and the money offered on that match is no longer available.

The Finalize External Offset window is used to finalize a claim from either the IRMS Main window or in the External Offsets in Progress window.

The following rules apply to Finalizing external offsets:

- The external offset must be Certified before it can be Finalized
- A match cannot be finalized for 30 calendar days from date they notified the debtor in order to allow due process to contest the validity of the debt.
- An external offset cannot be Finalized if its status is Defaulted or Withdrawn

Finalize External Offset Window

The illustration below is the Finalize External Offset window

Finalize External Offset

External Offset Match

Match ID: **Find**

External Offset Information

Claim Number:
Claim Name:
Agency Name:
Match Status:
Initial Contested Date:
Match Amount: \$.00

Match Date:
Contested Date:
Finalized Action:

SSN/FEIN:
Agency Number:
Source Type:
Certification Date:
Finalized Amount: \$.00

Save **Close**

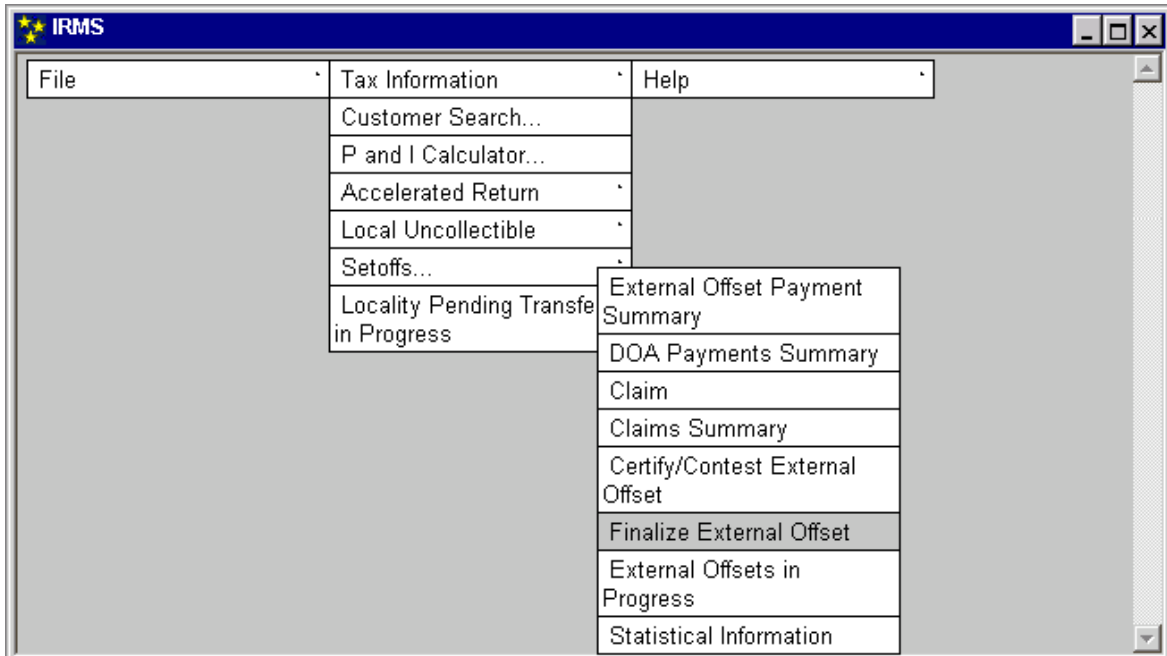
Finalize External Offset Fields

The table below lists the fields on the Finalize External Offset window and provides a brief description of each.

Field	Field Type	Description
Match ID	Required	A nine (9) digit number that uniquely identifies the match.
Claim Number	System Generated	Automatically assigned by the system.
Claim Name	System Generated	The same name as the Debtor identified by the SSN or FEIN
SSN/FEIN	System Generated	Either the SSN or the FEIN
Agency Name	System Generated	The name of the Setoff Agency that owns the claim
Agency Number:	System Generated	The number of the set-off agency.
Match Status	System Generated	The status of the match – statuses include certified and contested.
Match Date	System Generated	The date a match was made to the claim
Source Type	System Generated	The resource allocated to a claim (a Tax Overpayment, Lottery Payment, or DOA Payment)
Initial Contested Date	System Generated	The date the claim was first contested (if applicable)
Contested Date:	Required	The date the Debtor notified the agency of the intent to contest. Required if the claim is contested.
Certification Date	System Generated	The date the agency notified the debtor of the match. Required to Finalize
Match Amount	System Generated	The Amount of money matched to the claim
Finalized Action	Required	Select Finalize from the Pull-down box
Finalize Amount	Required	The amount of money the agency agrees to accept – All, part or none.

Finalize an External Offset

To finalize an External Offset, the following steps are performed:



Step 1: From the IRMS Main window, select **Tax Information: Setoffs: Finalize External Offset**. The Finalize External Offset window opens.

The screenshot shows the 'Finalize External Offset' window. It has a title bar with the IRMS logo and the text 'Finalize External Offset'. Below the title bar is a section labeled 'External Offset Match' with a 'Match ID:' text box and a 'Find' button. Below this is a section labeled 'External Offset Information' with various input fields: 'Claim Number:', 'Claim Name:', 'Agency Name:', 'Match Status:', 'Match Date:' (with a date picker showing 00/00/0000), 'Initial Contested Date:' (with a date picker showing 00/00/0000), 'Contested Date:' (with a date picker showing 00/00/0000), 'Certification Date:' (with a date picker showing 00/00/0000), 'Match Amount:' (with a text box showing \$00), 'Finalized Action:' (with a dropdown menu), 'Finalized Amount:' (with a text box showing \$00), 'SSN/FEIN:', 'Agency Number:', and 'Source Type:'. At the bottom right are 'Save' and 'Close' buttons.

Step 2: Enter a **Match ID**.

Step 3: Click **Find**. The screen displays the Finalize External Offset window populated with the information about the Match ID you entered.

Finalize External Offset

External Offset Match

Match ID: 432154321 Find

External Offset Information

Claim Number: 001

Claim Name: Martha M. Ryan

Agency Name: Henrico County

Match Status: Contested

Match Date: 03/20/2004

Initial Contested Date: 04/01/2004

Match Amount: \$250.00

SSN/FEIN: 227827212

Agency Number: 35108700

Source Type:

Contested Date: 04/01/2004

Certification Date: 03/31/2004

Finalized Action:

Finalized Amount: \$0.00

Save Close

Step 4: Select **Finalize** from the Finalized Action pull-down box.

Step 5: Enter the amount in the Finalized Amount field

Step 6: Click **Save**. The window displays Finalize in the Finalized Action field and the dollar amount you entered in the Finalized Amount field.

Finalize External Offset

External Offset Match

Match ID: 432154321 Find

External Offset Information

Claim Number: 001

Claim Name: Martha M. Ryan

Agency Name: Henrico County

Match Status: Finalized

Match Date: 03/20/2004

Initial Contested Date: 04/01/2004

Match Amount: \$250.00

SSN/FEIN: 227827212

Agency Number: 35108700

Source Type:

Contested Date: 04/01/2004

Certification Date: 03/31/2004

Finalized Action: Finalize

Finalized Amount: \$250.00

Save Close

Step 7: Click **Close** to exit the Finalize External Offset window and return to the IRMS Main window.



Note: Once the external offset is finalized, the payment is held until the monthly payment distribution is made to the agency through the Department of Accounts (DOA). Then, the status is changed to Paid.

7.2 Correct External Offset Finalized Amount

Occasionally, after an external offset is finalized, you may discover that the resources applied to the claim are in error, or that the Finalized Amount may be incorrect.

You can correct these errors on the Finalize External Offset window as long as the external offset's status is Pending Payment in the Tax Account Period. If you try to make a correction and the status is not Pending Payment, you will receive an error message.

To correct a finalized amount, the following steps are performed:

- Step 1:** From the IRMS Main window, select: **Tax Information: Setoffs: Finalize External Offset**. The Finalize External Offset window opens.
- Step 2:** Enter a **Match ID**.
- Step 3:** Click **Find**. The screen displays the Finalize External Offset window populated with the information about the Match ID you entered.

Finalize External Offset

External Offset Match

Match ID: 432154321 Find

External Offset Information

Claim Number: 001
Claim Name: Martha M. Ryan
Agency Name: Henrico County
Match Status: Finalized
Match Date: 03/20/2004
Initial Contested Date: 04/01/2004
Match Amount: \$250.00
SSN/FEIN: 227827212
Agency Number: 35108700
Source Type:
Contested Date: 04/01/2004
Certification Date: 03/31/2004
Finalized Action: Finalize
Finalized Amount: \$250.00

Save Close

- Step 4:** Verify the Finalized Action field displays, "Finalize". If not, you must finalize the External Offset with your information. This becomes a new Finalization; therefore, no correction is required.
- Step 5:** Enter the new amount in the Finalized Amount field.
- Step 6:** Click **Save**.
The screen refreshes to display the new amount in the Finalized Amount field.

